

## SPCM 1100: INTRODUCTION TO PUBLIC SPEAKING SYLLABUS

M-F 10:30-12:45 – MLC 367

**Instructor:** Lisa Slawter Volkening

**Office Address:** 220 Terrell Hall

**Office Hours:** M, T 3:30-5:30 pm, or by appointment

**E-Mail Address:** Please use the email within eLearning Commons.

**eLearning Commons:** SPCM1100 - INTRO PUBLIC SPEAK (Log-in at [www.elc.uga.edu](http://www.elc.uga.edu))

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### Required Textbook:

Lucas, S. E. (2009). *The art of public speaking* (10<sup>th</sup> ed.). Boston: McGraw Hill

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### Course Goal:

The goal of this course is to help students become better communicators. We intend to teach students how to speak effectively in public. We intend to help students understand why some people are more effective and others less effective as public speakers. In short, we seek to help students become better speakers and critics of public communication.

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### Course Objectives:

- Students will understand the need for effective public speaking skills in contemporary society.
  - Students will develop research, organizational, and delivery skills for the preparation and presentation of speeches.
  - Students will enlarge their ability to listen critically and analyze public speeches.
  - Students will be able to articulate and practice an ethical approach to public speaking.
  - Students will be able to analyze and articulate differing rhetorical situations and create speeches that are appropriate to the situation.
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### Course Policies:

#### Registration:

Only students who are officially enrolled in the class may attend. If you are not officially enrolled and wish to add the class, please see Dr. Harris (120 Terrell Hall).

### Classroom Environment:

- Cell phones and electronic devices must be turned off before the start of class and remain off until the end of the period.
- Food and drinks are not allowed in class on speaking days.

### Attendance:

Attendance will be taken at every class. Absences due to university activities (e. g., debate, sports, etc.) must be discussed with the instructor no **later than one week before** the relevant class period(s). Written documentation for a university sanctioned absence must be provided. Arrangements concerning absences are at the instructor's discretion.

Attendance is required on all speaking days. You must be present both when you are scheduled to speak and when you are scheduled to be an audience member. *If you are absent on a speaking day when you are scheduled to be an audience member, the equivalent of a half letter grade will be deducted from your speech.*

Your regular attendance is necessary as examinations not only cover material from the book, but also material that is covered only in lectures. You have 1 excused or unexcused absence for the semester. For each absence exceeding this amount, you will be penalized 1% off your final average. Please note that if you should miss class, it is your responsibility to obtain missed materials from a classmate, not the instructor.

Tardiness is not appropriate and will not be tolerated. Habitual tardiness will negatively impact your final grade. Ensure that you allow yourself enough time to be in class before it begins. On speech days, a sign will be on the door. If you arrive late you must not enter the room until you hear applause indicating that a speech is completed. Additionally, leaving class early is strongly discouraged, but if you must leave class early please let me know at the beginning of class.

### Emergencies:

If an emergency arises and you know that you will not be able to get to class on an exam or speech day, please let me know ahead of time by sending me an email or leaving a message with the department secretary.

### Learning Accommodations:

Any students who need special accommodations for learning or who have particular needs are invited to share these concerns or requests with me as soon as possible. The Disability Resource Center (542-8719, Clark Howell Hall) provides written documentation that specifies the needed modifications (i.e., note taker, extra time for tests) to the instructor. If you have not contacted The Disability Resource Center to request a letter be sent to your instructor, please do so.

### Academic Honesty:

“Academic honesty is – defined broadly and simply – the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed” (From the Preamble to “A Culture of Honesty”). The University, the Department of Speech Communication, and I personally take academic honesty very seriously. Every student at the University of Georgia

should be familiar with the booklet, “A Culture of Honesty: Policies and Procedures on Academic Dishonesty.” If you are not, please obtain one of these booklets and read it carefully. This document has a thorough presentation of four types of academic dishonesty including plagiarism, unauthorized assistance, lying/tampering, and theft, as well as the procedures that are in place to adjudicate alleged incidents of academic dishonesty. The policies and procedures described in “A Culture of Honesty” will be strictly followed.

#### Exams:

Two exams are scheduled on the syllabus. Students are expected to take the exams on the dates assigned.

- **Make up exams are allowed** for full credit for excused absences with proper documentation. Students may make up their exam when they are absent due to a university sanctioned activity where prior notice has been provided, an emergency which has been documented through their advisor or Student Affairs, or an illness which has been verified in writing from your private physician or the Student Health Center. In the case of illness, you must get a note from either your private physician or from the Student Health Center signed by a clinician (Not a Health Center Nurse) that says something to the effect: “In my opinion, this student should not be in classes today and/or tomorrow (specify the particular date[s] involved).” Typically, a private physician or clinician will write a note for an illness for one or two days. However, if your illness lingers, you will need to recheck with the private physician or clinician and request an additional note to document your absence. The note does not have to indicate the specifics of your illness, but that the physician or clinician does not think you are well enough to attend class.
- **Make up exams are not allowed** without proper documentation. Make-up exams are not allowed for any type of unexcused absences, including missing class to study for a test, oversleeping, not being ready to take the exam, or having to work at an outside job. You will receive a **ZERO** for that exam.

#### Final Exam Policy:

The final exam will be given at the assigned time per the official University schedule. The final exam will NOT be given early or at a different time unless changed by the University. There are no exceptions to this policy. Please mark your calendars and make your travel plans based on the final exam time noted below:

- The final exam will be held on **Thursday, July 2 from 10:30 -12:45.**

#### Late Speeches:

Public speech presentations are clearly scheduled on the syllabus, and you will be assigned specific times and dates to present your speech(es). Students must speak on their assigned day.

The following policies apply to students who do **NOT** speak on their assigned day:

- **If a speech is not given on the assigned day due to an excused absence, then the speech may be made up and full credit will be available.** Students may present their speech during the next class period, if time permits, when they are absent due to a university sanctioned activity where prior notice has been provided, an emergency has been

documented through their advisor or Student Affairs, or an illness has been verified in writing from your private physician or the Student Health Center. Please see the above policy for a description of the required written verification to be provided by your private physician or the Student Health Center.

- **If a speech is not given on the assigned day and the student provides a compelling reason, the speech may be made up with a one letter grade reduction.** Students who provide a compelling excuse (based on instructor's discretion) may present their speech with a letter grade deduction during the next class period if time permits or at the instructor's discretion (e.g., time and location). If a "compelling" excuse is not provided, the instructor is under no obligation to allow the student to earn points to make up the speech. *Reminder: To receive a grade for this class, you have to complete all the speeches (whether or not you earn a grade for the speeches).*
- **If a speech is not given on the assigned day due to an unexcused absence, the speech must be made up, but no credit will be given.** Unexcused absences include: missing class to study for a test, oversleeping, not being ready to speak, and having to work at an outside job. Students who do not provide an acceptable reason for not giving their speech will make up the assignment at the instructor's discretion for zero points. *Reminder: To receive a grade for this class, you have to complete all the speeches (whether or not you earn a grade for the speeches).*

#### Assignments:

Assignments must be typed and stapled together. If you are sick the day an assignment is due, please have a friend or roommate drop the assignment off in my mailbox at the Speech Communication Main Office (110 Terrell Hall). Each day an assignment is over due, 10% of the grade is deducted. Overdue starts at the end of the class period the assignment is due. If you do not come to class on the due date, please make sure the secretary in the Speech Communication Main Office puts the time and date the assignment was received on your assignment before she puts it in my mailbox.

#### Research Requirement:

As part of your participation in this class, you must satisfy a departmental research requirement. This requirement may be satisfied in one of three ways: (a) participation in a research project conducted by the Department of Speech Communication, (b) a summary and analysis of a communication research article, or (c) attendance at and a written analysis of a colloquium presentation at the Department of Speech Communication. For information about all three options, see the attached document titled: *The UGA Speech Communication Research Participation: Information for Students*. Failure to fulfill the research requirement will result in a grade of Incomplete (I) for this class. Note: You will need to complete a separate research project or paper for each Speech Communication class that requires or offers research participation.

#### Receiving a Final Grade:

Students must complete all exams, speeches, and the research requirement to receive a grade.

### Grievance Procedure:

Occasionally, students are unsatisfied with some dimension of the course. If you have a concern at any time during the course, please come speak with me directly either during office hours, by appointment, or via email.

If you want to appeal a grade, the department policy is that you *must* make the grade appeal in writing to me. Prepare and submit a typed argument indicating what your specific appeal is and what grade you believe you deserved. Turn in the appeal before or after class, during office hours, or at a scheduled appointment within one week of the grade being returned. If you have employed these measures and are still dissatisfied, or feel that an appropriate resolution may not be reached by working with me, then I encourage you to contact the Basic Course Director Dr. Harris at tmharris@uga.edu. She will also need a written grade appeal in order to help you.

**Please be aware that I enforce the “24/7 Rule” for all grade appeals.** This rule requires you to hold off all appeals for 24 hours after you have received your graded assignment back from me, but after 24 hours, you have 1 week to appeal the grade. That means no emails, phone calls, or discussion in class about your grade for 24 hours.

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### **Course Assignments:**

#### Exams:

The midterm and final exams will each be worth 15% of the final grade. Each exam will be based on materials from lectures and the textbook and will consist of a combination of multiple choice, matching, and short answer.

#### Speeches:

**Name Speech (5% of final grade):** This is a 2 minute extemporaneous speech in which you will tell the class about your name. You may choose to talk about your first name, last name, and/or a nickname. You might tell the class about the origin of your name, what it means, who else shares your name, and/or any other information relating to your name that you wish to share.

**Famous Speech (15% of final grade):** This is a 4-5 minute speech in which you introduce and then present a portion of a famous speech from a manuscript. You will find a large selection of speeches to choose from at <http://americanrhetoric.com/>, but you are not limited to this source for locating a speech.

**Policy Persuasion Speech (20% of final grade):** This is a 5-7 minute extemporaneous speech persuasive speech about a public policy. You and a partner will select the policy (or proposed policy) of an organization or institution—such as the University of Georgia—or of a local, state, national, or international government. For the speech, you and your partner will take opposing positions on the policy, arguing either for or against the policy.

**Appreciation Speech (20% of final grade):** This is a 4-5 minute extemporaneous speech in which you will offer praise toward some person, place, object, or event. Appropriate topics include a person, group or organization, work of art or artist (this could include film, music, visual art, architecture, etc) a place, a brand or object. In this speech you must explain to your audience why you value something that is important to you.

Out-of-Class/In-Class Assignments:

**Speech Preparation Outlines (included in speech grade):** The last two speeches will require a typed preparation outline due on the day of the speech. Problems with computers are not acceptable excuses for failure to turn in an outline.

**Miscellaneous Assignments/ Participation (10% of final grade):** This consists of a combination of short homework assignments, small speeches, and in-class activities.

Research Requirement:

As part of your participation in this class, you must satisfy a departmental research requirement. For information about the three options for completing the research requirement, see the document entitled: *The UGA Speech Communication Research Participation: Information for Students*.

Please read and be aware of the choice you make. Failure to fulfill the research requirement will result in a grade of Incomplete (I) for this class. Note: You will need to complete a separate research project or paper for each Speech Communication class that requires or offers research participation.

**Course Evaluation:**

Point Distribution:

Each student will complete the following assignments for the following percentage of the final grade:

Midterm Exam	15%
Final Exam	15%
Name Speech	5%
Famous Speech	15%
Persuasive Speech	20%
Appreciation Speech	20%
Participation/Misc. Assignments	10%
Research Requirement	Required to Pass the Class

Grading Scale:

<b>Letter Grade</b>	<b>Percentage</b>
A	93-100%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79 %
C	73-77%
C-	70-72%
D	60-69%
F	0-59%

Please Note: The Basic Course Director's Policy in Speech Communication is that no extra credit is allowed. Therefore, I cannot give extra credit to anyone.

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## Tentative Course Schedule

Please Note: This schedule is tentative and may change due to the needs of the class. Students should be prepared to discuss assigned readings in class.

<b>Date</b>	<b>Topic</b>	<b>Reading Due</b>
F 6/5	Introduction to SPCM 1100	Chapter 1
M 6/8	<i>Name Speeches</i> , Listening	App. to Part 1 (63-72), Chapter 3
T 6/9	Ethics and Audience	Chapter 2, 5
W 6/10	Delivery	Chapter 12
R 6/11	Topic selection, Intros/Conclusions	Chapters 4, 9
F 6/12	Organization, Outlining	Chapters 8, 10
M 6/15	<i>Famous Speeches</i> , Persuasive Speaking	Chapter 15
T 6/16	<i>Famous Speeches</i> , Methods of Persuasion	Chapter 16
W 6/17	To be announced	
R 6/18	<b>Midterm</b>	
F 6/19	Research and Supporting Materials	Chapter 6, 7
M 6/22	<i>Persuasive Speeches</i> , Speaking on Special Occasions	Chapter 17
T 6/23	<i>Persuasive Speeches (1<sup>st</sup> day peer-critique due)</i>	
W 6/24	Using Visual Aids ( <i>2<sup>nd</sup> day peer-critique due</i> )	Chapter 13
R 6/25	Using Language	Chapter 11
F 6/26	To be announced	
M 6/29	<i>Appreciation Speeches</i>	
T 6/30	No Class – Go to Library to watch and critique your speech.	
W 7/1	Summary of course ( <i>self-critique due</i> )	
R 7/2	<b>Final Exam</b>	